

## **9 FAM 42.63 Notes**

(TL:VISA-549; 05-29-2003)  
(Office of Origin: CA/VO/L/R)

### **9 FAM 42.63 N1 Application Forms and Other Documentation**

#### **9 FAM 42.63 N1.1 Standard and Non-standard Forms**

(TL:VISA-549; 05-29-2003)

The only questionnaire type form that may be used under standard procedures is Form DS-230, *Application for Immigrant Visa and Alien Registration*. [See e-Forms.] Any non-standard form, letter, or information sheet that a post believes is necessary because of an unusual local situation must be submitted to the Department (CA/VO/F/P) for consideration, and may **not** be placed into use without advance approval.

#### **9 FAM 42.63 N1.2 Using Form OF-168, *General Information for Applicants for Immigrants Visas***

(TL:VISA-549; 05-29-2003)

a. Posts may, if necessary, prepare an additional information sheet containing post-specific information. This information sheet should be kept as short as possible and must be made available on post's Internet site in addition to being provided in hard copy to visa applicants. An electronic copy of all post-specific information sheets must be provided to CA/VO to the attention of the appropriate post liaison officer in CA/VO/F/P. Although post is not required to seek advanced approval for non-standard information sheets, note that the Visa Office and NVC may require coordination and consolidation of information sheets in the interest of management efficiency.

b. Forms used in the immigrant visa process should generally not be translated into the local language. If post believes it useful, a local language information sheet explaining the form may be prepared. Dual language versions of the Form DS-230 may be prepared, provided the form is completed in English.

### **9 FAM 42.63 N2 Necessity for Standard Procedures**

(TL:VISA-57; 04-15-1992)

Standard procedures and forms have been developed and installed at all posts to:

- (1) Ensure uniformity in explaining the requirements of the law to visa applicants;
- (2) Reduce individual correspondence and possible misunderstandings arising therefrom; and
- (3) Eliminate needless files and records keeping by requiring applicants to retain their personal documents until the final step in the processing of the case is reached.